

## **PUBLIC HEALTH DIRECTOR**

**JOB CODE:** 1600  
**LOCATION:** Tioga County Public Health Department  
**CLASSIFICATION:** Non-Competitive (Policy Influencing Confidential)  
**SALARY:** Management/Confidential  
**ADOPTED:** Revised 6/95, 8/95, 9/98; 8/20/08 & 6/18/15 NYS DOH, 02/20, 3/2020 Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, 6 year term**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position which involves responsibility for initiating and managing a local public health agency while maintaining the general powers and duties specified in Section 352 of the Public Health Law. The incumbent provides leadership in a community response to public health or bio-terrorism threats or events with the authority to issue public health orders, inclusive of isolation and quarantine. The incumbent is responsible for enforcing provisions of the Public Health law and State Sanitary Code to ensure the safe, effective, and efficient administration of applicable public health services. The position receives advisement from a medical consultant. General direction is received from County Legislators, Board of Health and State Health Department, with wide leeway allowed for the use of independent professional judgment in implementing the Public Health mission. General supervision is exercised over all public health services. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises the enforcement of provisions of Public Health Law, the State Sanitary Code and local laws relating to public health programs; including Isolation & Quarantine, placarding and site inspection.
- Plans, directs, supervises and administers a comprehensive local public health program and other services as identified;
- Provides leadership, direction, and control to the department staff including hiring, dismissals, performance appraisals, according to county policy and procedure;
- Develops and evaluates services provided in relation to the total health program;
- Advises officials on issues related to public health programs;
- Reviews division reports and budgets for submittal to State and county agencies and State reports concerning departmental issues;
- Provides professional guidance in the determination of policies concerning agency programs;
- Oversees budget preparation, fiscal operations and planning; monitors revenue and expenses;
- Approves payment of bills and vouchers;
- Responsible for internal/external program and financial audits and correction of citations;
- Plans and participates in research programs and studies in public health and related fields;
- Works with other departments and community groups to assess and address community health care needs and plans strategies accordingly;
- Oversees administration of agency contracts, service agreements and monitors their performance;
- General oversight of clinical operations, including corporate compliance, insurance billing, staff credentialing, and best practices;
- Directs resolution of complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries regarding personnel and services.
- Represents the department at local, state and federal levels;
- May serve as division director, depending on staffing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC:** Comprehensive knowledge of public health practices, administration, public health programs and administration, and health economics and legislation; thorough knowledge of provisions of Public Health Law and State

## 2. Public Health Director

Sanitary Code and local laws; working knowledge of diverse, complex systems for addressing population health and safety; ability to plan, develop, direct and administer public health programs; working knowledge of research methods; ability to plan, direct and supervise the activities of others; ability to interpret existing and proposed health programs as they affect the department; ability to work cooperatively with others; ability to communicate effectively; professional judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation with a Master's degree in Public Health from a regionally accredited or New York State registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) – **or** – a Master's degree in a related field from a regionally accredited or New York State registered college or university. Related fields include public health nursing, health administration, community health education or environmental health; **AND**

Five (5) years of full-time administrative experience, or its part-time equivalence in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

### **SPECIAL REQUIREMENTS:**

1. All appointments to the position of Public Health Director and the appointment and arrangements for the medical consultation are subject to the approval of the State Commissioner of Health.
2. Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two (2) years by the State Commissioner of Health with an opportunity for two (2) additional one (1) year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.
3. Candidate must be a dedicated, full time employee with no other assigned responsibilities. The incumbent may be employed only in this capacity by the county for a term of six (6) years (in counties established under Public Health Law 340, which are usually full service [providing for the 6 core areas of community health assessment, chronic disease prevention, communicable disease control, family health, emergency preparedness and response, and environmental health]) and will be on call 24/7.
4. Candidates must produce proof of US citizenship.

**Special Requirements:** Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job. SHALL be available in the event of a public health emergency, event or code compliance case; otherwise provide a formal arrangement to fulfill Public Health Officer responsibility in the event of the incumbent's absence.